

TEMPORARY AGENCY STAFF

Nursing Business Operations

Jamie Waterstripe, BS, RN

AGENDA

- How to request a traveler
- Orientation
- Evaluations and feedback to agencies
- Payroll

Traveler Policy: NDM B-02

Traveler Website:

http://www.upstate.edu/hr/new_staff/orientation/travelers.php

REQUESTING A TRAVELER

- Via your Director
 - NBO meets every 2 weeks to review staffing details and potential traveler staff needs

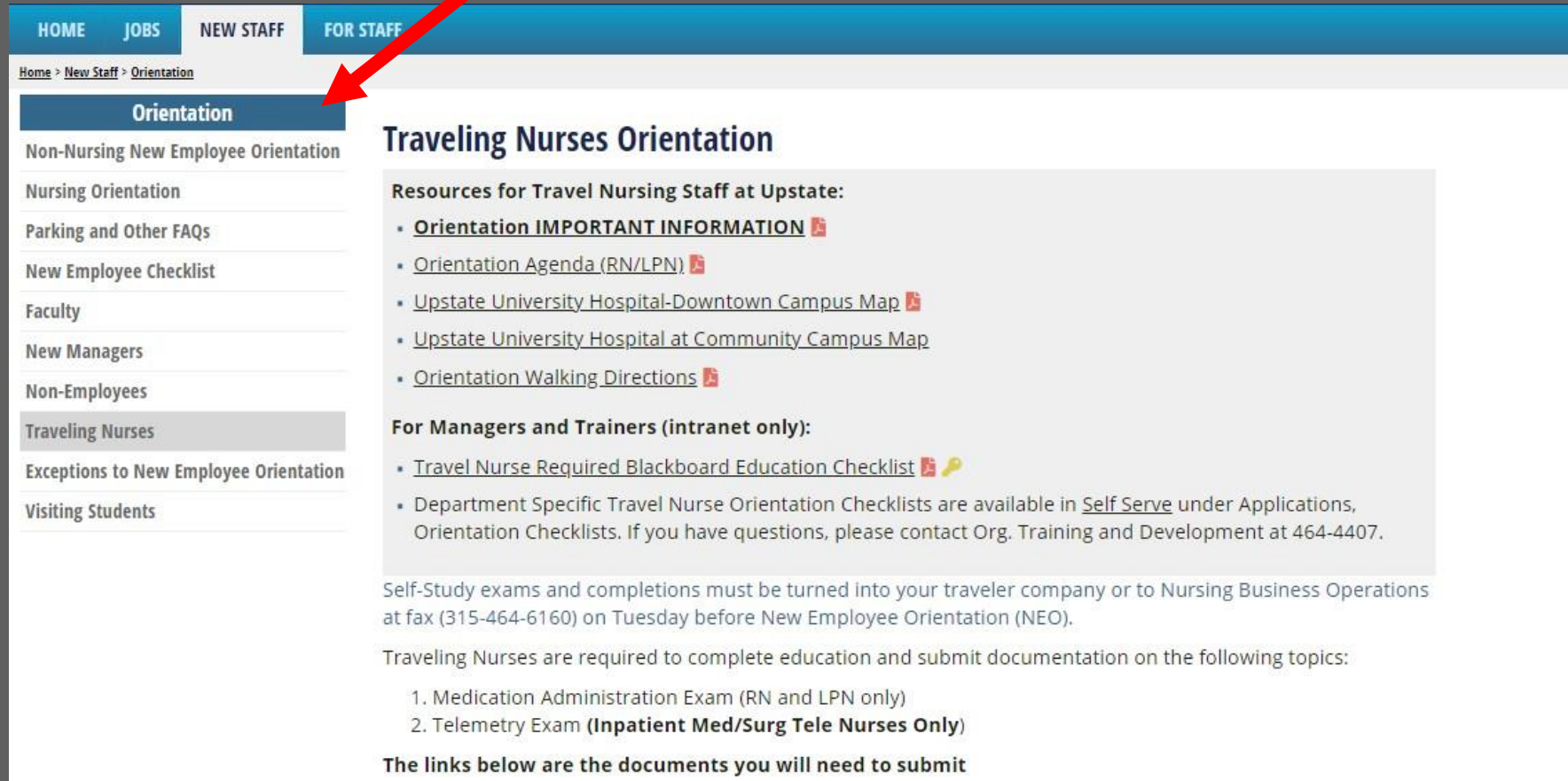
<i>RN DIRECT CARE REQUIRED</i>	11/1/2018	11/15/2018	11/29/2018	12/13/2018
Budgeted RN FTEs (Positions + FTEs)	35.8	35.8	35.8	35.8
Budgeted Positions	34.8	34.8	34.8	34.8
RN FTE in Direct Required FYTD volume	29.9	29.9	29.9	29.9
State RNs Functioning	16.0	16.2	16.2	16.2
Need to Meet the Raw Direct	13.9	13.7	13.7	13.7
NPR FTE Needed for Current RN's Functioning	1.0	1.1	1.1	1.1
Total Required for FYTD Volume	31.0	31.0	31.0	31.0
RN Deficit	15.0	14.8	14.8	14.8
<i>RESPONSE TO DEFICIT</i>				
Support Pool (short term assignments)	4.0	4.0	0.0	0.0
TN's FTE actually Working	9.0	7.9	5.5	5.0
Total Response to Deficit	13.0	11.9	5.5	5.0
<i>RESULTS:</i>				
RN Functioning with Response	29.0	28.1	21.7	21.2
Remaining Deficit	2.0	2.9	9.3	9.8

NBO NEXT STEPS

- Posting
- Interviewing
- Offer
- Traveler sheet update
- Notification to unit

82	Castillo, Paul	9/28/18	12/22/18		0.9	72	RN	D	<i>weekend off: work 1-3-3, weekend off F-S-S</i>	AMN	716-604-7170	0.9	0.9
83	Lou, Alvin	9/28/18	12/29/18		0.9	72	RN	N	<i>Time off: 10/18-10/23, 11/9-11/11</i>	AMN	917-605-8078	0.9	0.9
84	Noel, Ellen	10/19/18	1/19/19		0.9	72	RN	N	<i>Time off: 12/25-1/2</i>	AMN	347-463-0346	0.9	0.9
85	Magner, Brian	11/2/18	2/2/19		0.9	72	RN	N		Aya	716-435-7435		0.9
86	Lamont, Christine	11/2/18	2/1/19		0.9	72	RN	N	<i>Time off: 11/23-11/25, 12/30-1/1</i>	AMN	334-717-1143		0.9
87	Paffie, Ellen	11/2/18	1/31/19		0.9	72	RN	N		Cross Co	607-427-7436		0.9
88	Ives, Rebecca	11/9/18	2/9/19		0.9	72	RN	N	<i>Time off: 11/28-12/5, 12/26-1/2</i>	Med Solutions	607-206-5401		0.5
89	Lynch, Deborah	11/9/18	2/9/18		0.9	72	RN	D	<i>Time off: 11/22. Blocked scheduling 3 in a row</i>	RN Network	607-661-0616		0.5
90	Morabito, Lauren	11/9/18	2/8/19		0.9	72	RN	D	<i>Time off: 11/13, 11/20-11/22, 11/27, 12/4, 12/11, 12/22-12/25, Starting school in January will need more dates off</i>	Supplemental	315-729-6286		0.5
91	Mangiarelli, Laura	12/7/18	3/6/19		0.9	72	RN	N		PPR	845-430-3513		
92	Rider, Ashley	11/30/18			0.9	72	RN	D		Health Carousel	228-224-3788		
93					0.9	72	RN	N					
94					0.9	72	RN	N					

ONBOARDING AND ORIENTATION



The screenshot shows a web application interface. At the top, there is a blue navigation bar with tabs for 'HOME', 'JOBS', 'NEW STAFF', and 'FOR STAFF'. Below this, a breadcrumb trail reads 'Home > New Staff > Orientation'. A red arrow points from the top of the page down to the 'Orientation' link in the left sidebar. The sidebar contains several menu items: 'Orientation', 'Non-Nursing New Employee Orientation', 'Nursing Orientation', 'Parking and Other FAQs', 'New Employee Checklist', 'Faculty', 'New Managers', 'Non-Employees', 'Traveling Nurses', 'Exceptions to New Employee Orientation', and 'Visiting Students'. The main content area is titled 'Traveling Nurses Orientation' and contains a section for 'Resources for Travel Nursing Staff at Upstate:' with a list of links. Below this is a section for 'For Managers and Trainers (intranet only):' with a list of links and a paragraph of text. At the bottom, there is a list of required topics for traveling nurses and a statement about the links provided.

HOME JOBS NEW STAFF FOR STAFF

Home > New Staff > Orientation

Orientation

- Non-Nursing New Employee Orientation
- Nursing Orientation
- Parking and Other FAQs
- New Employee Checklist
- Faculty
- New Managers
- Non-Employees
- Traveling Nurses
- Exceptions to New Employee Orientation
- Visiting Students

Traveling Nurses Orientation

Resources for Travel Nursing Staff at Upstate:

- [Orientation IMPORTANT INFORMATION](#)
- [Orientation Agenda \(RN/LPN\)](#)
- [Upstate University Hospital-Downtown Campus Map](#)
- [Upstate University Hospital at Community Campus Map](#)
- [Orientation Walking Directions](#)

For Managers and Trainers (intranet only):

- [Travel Nurse Required Blackboard Education Checklist](#)
- Department Specific Travel Nurse Orientation Checklists are available in [Self Serve](#) under Applications, Orientation Checklists. If you have questions, please contact Org. Training and Development at 464-4407.

Self-Study exams and completions must be turned into your traveler company or to Nursing Business Operations at fax (315-464-6160) on Tuesday before New Employee Orientation (NEO).


Traveling Nurses are required to complete education and submit documentation on the following topics:

1. Medication Administration Exam (RN and LPN only)
2. Telemetry Exam (**Inpatient Med/Surg Tele Nurses Only**)

The links below are the documents you will need to submit

SUGGESTED ORIENTATION TIMELINE

- This form has been eliminated...



<u>MED/ SURG, ED& PEDS</u>
DAY 1:
<ul style="list-style-type: none">• First four hours shadow with preceptor.• Review report & hand-off process (SBAR)• Provide Unit Tour/Float Memo• Amion.com (where applicable)• Chain of Command• Obtaining Equipment and Distribution supplies• Review policies & procedure website• Assist with charting in EPIC.• EWS & Hourly Rounding• After four hours assume care of 2-3 patients with preceptor.• Preceptor/ TN to complete travel nurse orientation checklist (TNOC) & Orientation performance evaluation.
DAY 2:
<ul style="list-style-type: none">• 3-4 patient assignment.• Preceptor/ TN to complete travel nurse orientation checklist (TNOC) & Orientation performance evaluation.
DAY 3:
<ul style="list-style-type: none">• Full assignment with preceptor resource.• Preceptor/ TN to complete travel nurse orientation checklist (TNOC) & Orientation performance evaluation. This will be turned into to the Unit Director. A copy is kept for the Unit Director and the original will be sent to NSS by the Unit Director.

CLINICAL TRAINERS TIPS



A Clinical Trainer's Tips for Travelers

Upstate Traveler Site:

<http://www.upstate.edu/nursing/intra/support.php>

- Assign unit traveler PBO in Self-Serve, including the floating PBO, Orient-23 (if there is a chance they may float across campus)
 - The Traveler should complete the unit PBO within 1 month of start date
- Mandatory orientation should be completed by Traveler, reviewed by Trainer, and returned to NBO within 2 weeks of start date
 - Can email completed form to NBO@upstate.edu or inter-office mail to UH, room 1118, Attn: Jamie Waterstripe
- The orientation evaluation should be completed by the Traveler and their Preceptor, signed by the Manager, and returned to NBO at the end of the Traveler orientation (usually 3 shifts)

Other:

- Contact CPOE on vocera for Epic access issues
- Contact Yvonne Goodman for Omnicell code issues
- Contact Collen Colesante for Pyxis access issues
- Remind your travelers to swipe in and out at a time clock

Traveler Contact:

Jamie Waterstripe, BS, RN

Nursing Business Operations

315-464-6273 or 315-464-4420

ORIENTATION REQUIREMENTS

- Mandatory orientation packet from OTD submitted to NBO within 1 week after starting
- Unit-based PBO in Self-Serve & other unit-based requirements
- Cross-campus orientation in Self-Serve

Orientation Checklists

Checklist Management Assigned Checklists Completed Checklists Canceled Checklists

Checklist Management

Drag a column and drop it here to group by that column

Category	Title	Unit/Dept.	Content Owner
NURSING	Staff Floating Between Downtown or Community Campuses Orientation to Building/Lo...	HUMAN RESOU...	
NURSING	PICC Team: 2nd PBO for 6-12 months after hire	NURSING-VASC...	
NURSING	PICU Supplemental Orientation	NURSING-12F-P...	THERESA DAVI
NURSING	ICU Traveling Nurse Orientation Checklist	NURSING SUPP...	
NURSING	Emergency Department Traveling Nurse Orientation Checklist	NURSING SUPP...	
NURSING SUPPORT...	Medical/Surgical Traveling Nurse Orientation Checklist	NURSING SUPP...	
PHYSICAL MEDICIN...	Outpatient PMR	PHYSICAL MED...	
PHYSICAL MEDICIN...	temp	NURSING-2N-R...	
RADIOLOGY	Radiology-Mobile Mammography Orientation	RADIOLOGY-MO...	JANET BENTLEY
RADIOLOGY	Radiology Nursing (Downtown Campus) Department Orientation	NURSING-RADI...	AMANDA CIERI

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Add Edit Assign Print

Total Rows: 307

EVALUATIONS

- Due:
 - Completion of unit orientation (usually 3 shifts)
 - 6 weeks from start date
 - Every 6 months or at completion of contract
- Any performance or behavioral issues, please include NBO and address traveler directly. NBO will contact their company, so they can address issues as well
- Most up-to-date forms can be found on NBO website
- Send documents to NBO@upstate.edu
- Terminating a contract

Topic		**Below Standard	Meets Standard	Above Standard
1.	Demonstrates competency in caring for patients and the ability to find and follow policy.			
2.	Provides a safe and therapeutic patient environment			
3.	Team Participation: <ul style="list-style-type: none"> • Ability to communicate with staff • Communicates appropriately with patients/families • Seeks assistance when needed • Offers assistance to coworkers • Implements a coordinated and organized plan for patient care 			
4.	Adaptability to unit			
5.	Attendance and Punctuality			
6.	Completes timely and accurate documentation of patient care			
7.	Engaged and willing to learn			
8.	Overall professionalism			

Recommend for Rehire: Yes ___ No ___

Evaluation Reviewed with TN: Yes ___ No ___

Comments (Required if Below Standard):

Signature and Title of Evaluator and Date
(if other than Nurse Manager)

Signature of Traveler and Date

PAYROLL

- Due first day of new pay period by 1000 am
- If traveler punches in early, Manager should :
 - Take away extra time using pay code: Traveler Regular
 - Subtract the amount of time they punched in early
 - Select comment: Employee not working
 - Add note: TN punched in too early
- If their time card is approved with early punches, it is assumed they are on the unit working, and they have been approved to come in early
- Class traveler biweekly is the only work rule for TNs, they do not receive PPT, SGT, or OT/ET
- Please ensure they are floated into an RN job, so they count towards direct care hours

THANK YOU

Any questions?

NBO@upstate.edu

315-464-4420